

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF MICHIGAN
DETROIT, MICHIGAN**

OFFICE OF THE COURT ADMINISTRATOR/CLERK OF COURT

**MAGISTRATE JUDGE SUPPORT STAFF - #03-03
(A Maximum of Two Positions May be Filled)**

**SALARY/CLASSIFICATION LEVEL (depending upon qualifications) - CL-25
\$32,595-\$40,744 - Salary Potential to \$52,967
Promotional Opportunity to CL-26
\$35,894-\$44,869 - Salary Potential to \$58,331**

There are two types of positions available: the docket support deputy clerk and the duty call specialist. Both positions are located in the Operations Unit of the Clerk's Office and the incumbent's work activities and assignments are monitored by the Supervisor of Courtroom Deputy Services.

CIVIL DOCKET SUPPORT DEPUTY CLERK

The **docket support deputy clerk** will have complete responsibility for the civil calendar of the magistrate judges to whom assigned and represents the Clerk in matters relating to courtroom administration and magistrate judge proceedings. A docket support deputy clerk manages the civil caseload of the magistrate judge, coordinates case civil activities with the courtroom deputies of district judges so that referred matters are effectively administered in a timely manner, and works with other Clerk's Office personnel to maintain the accuracy and precision of the Court's case records. A docket support deputy clerk also acts as backup duty call specialist when required.

Representative Duties

- # Maintains magistrate judges' cases by calendaring, regulating and monitoring their movement; monitors filing of pertinent documents and timely responses to judicial orders; sets dates and times for hearings, trials and conferences; notifies parties concerned. Keeps magistrate judge and immediate staff informed of case progress. Prepares statistical reports as needed.

- # Attends court sessions and conferences. Assists with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, calling court calendar, swearing witnesses and interpreters as well as other parties before the court and managing exhibits. Operates, monitors and maintains electronic recording equipment. Takes notes of proceedings and rulings and prepares minute entries. Enters data into computer.

- # Acts as liaison among the Clerk's Office, the bar and the magistrate judge to ensure

that cases proceed smoothly and efficiently. Serves as a primary source of information on scheduling conferences, hearings, trials and other case processes.

- # Acts as duty call specialist when required.

DUTY CALL SPECIALIST

The **duty court specialist** processes all paperwork submitted to the duty call magistrate judge, attends duty court and ticket call sessions and criminal conferences, assists with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, calling court calendar, swearing-in witnesses, making verbatim record of court proceedings on electronic court recording equipment, recording pertinent results for minutes and making summary entries of proceedings on the docket. A duty call specialist also acts as backup docket support deputy clerk when required.

Representative Duties

- # Acts as liaison among the Clerk's Office, the bar, U. S. Marshals Service, Pretrial Services Agency and other government agencies (U. S. Attorney's Office, Court Security Officers, Federal Defenders) regarding court sessions. Serves as the main source of procedural information.
- # Monitors the beginning stages of criminal cases by calendaring their movement through the conclusion of the pretrial conference; monitors filing of pertinent documents; sets dates and times for hearings and conferences and notifies parties concerned.
- # Reviews information relating to pending cases to ensure that all records are unsealed when the defendant first appears in court.
- # Takes notes of proceedings and rulings, prepares minute entries, and makes summary entries of proceedings on the docket.
- # Makes verbatim record of court proceedings on electronic court recording equipment; creates detailed logs of proceedings and participants recorded; catalogs tapes and logs and maintains proper storage; operates, monitors and maintains electronic court recording equipment; performs cleaning, lubrication and minor adjustments and repairs as needed; maintains courtroom logistics.
- # Acts as the magistrate judge's clerical assistant in the courtroom for CVB matters. Sets court dates, delays and the like, and completes the judgment docket as authorized.
- # Routes copies of CJA vouchers to appropriate destinations. Verifies dates and computations of all vouchers prior to submission to the Court for approval. Returns vouchers containing errors, giving instructions for corrections. Verifies vouchers for accuracy by referring to criminal file and court minutes, wherever necessary. Maintains CJA manual and updates as required.

- # Prepares statistical reports as required.
- # Acts as docket support deputy clerk when required.

QUALIFICATIONS

To qualify for the position of Magistrate Support Staff, an applicant must possess a high school diploma and possess an excellent work history that indicates reliability, predictability and commitment. The work history must also show the ability to organize and plan workload, to work independently with little supervision, to work under pressure and to learn diverse regulations. The incumbent must have good verbal and communication skills and be able to work cooperatively with others including the public and colleagues.

Required Specialized Experience

A minimum of two to three years of progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology that demonstrates the ability to apply a body of rules, regulations, directives or laws. At least one year specialized experience must have been equivalent to work at a CL-24.

Preferred

College degree. Experience in a legal or court environment or other related field.

PROCEDURES FOR APPLYING

To be assured consideration, applicants should submit a cover letter and an up-to-date resume to the Personnel Office, United States District Court, 814 Theodore Levin United States Courthouse, Detroit, Michigan 48226 by the close of business on Wednesday, March 19, 2003.

Only those applicants selected for an interview will be contacted. High school equivalency and typing test will be administered to applicants selected for an interview.

EMPLOYMENT INFORMATION

Benefits

This position is covered by the Court Personnel System (CPS). A generous benefits package is available to full-time permanent employees which may include:

- Credit for prior federal government service
- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first 3 years; 20 days per year after 3 years; and 26 days per year after 15 years
- Paid sick leave in the amount of 13 days per year
- Mandatory retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees Health Benefits Program

- Optional participation in Federal Employees Group Life Insurance Program
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in the Long-Term Care Insurance Program
- Optional participation in private Long-Term Disability Program

Conditions of Employment

Employees must be United States citizens or eligible to work in the United States Federal Government.

Employees of the United States District Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated with or without cause by the Court.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request.

Final candidates will undergo a background check.

Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits.

The United States District Court is an Equal Opportunity/EDR Employer

3/7/03